



INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR - 721302

No. IIT/KGP/CET/AV/2017-18/1

Date : February 5, 2018

Sub : **Procurement of LED TV, AV Conferencing Equipment & Accessories**

Indian Institute of Technology, Kharagpur an Institute of National Importance, invites sealed two part bids from the vendors for Supply of LED TV, AV Conferencing equipment and accessories to the Centre for Educational Technology, IIT Kharagpur. The estimated cost of the stores is Rs. 20 Lakhs.

The bidders are requested to refer to the following sections of the tender document carefully to get details about the tender:

1. Technical specifications as per Annexure-I,
2. Eligibility criteria as per Annexure-II,
3. General terms and conditions as per Annexure - III
4. Technical bid document as per Annexure – IV,
5. Signed & stamped declaration as per Annexure – V
6. Technical specification compliance statement – VI
7. Price bid format as per Annexure-VII

Interested vendors are requested to submit two sealed envelopes containing tender fee of Rs. 1000/- & EMD amount of Rs. 40,000/- (Envelope-I), Technical Bid (Envelope-II) and Commercial Bid (Envelope-III) placed in a larger sealed envelope super-scribing with the reference number (Tender Notice No. IIT/KGP/CET/AV/2017-18/1 dated February 5, 2018) to the office of the Chairman & Head, Centre for Educational Technology, Indian Institute of Technology, P.O. Kharagpur Technology, PIN-721302, West Bengal, India on or before 26th February 2018 at 3:00 PM.

The technical bids received from the vendors will be evaluated first by a technical committee and the price bids (as per the Annexure-VII) submitted by the technically qualified vendors will be opened for price comparison.

The technical bids will be opened on 26th February 2018 at 4:00 PM in the office of Chairman & Head, Centre for Educational Technology, IIT Kharagpur.

Chairman & Head
Centre for Educational Technology
IIT Kharagpur

To : 1. Institute website
2. CPP Portal
3. Institute notice board

Technical Specifications

Sl. No.	Description	Quantity
1.	<p>Integrated Web Conferencing System for large meeting room The system should comprise integrated PTZ camera and speakerphone in one unit with necessary interconnect hub and cables, complying the following specifications:</p> <ul style="list-style-type: none">i) PTZ Camera<ul style="list-style-type: none">a) Video resolution : Full HD 1080p with onboard UVC and H.264 SVCb) Optical zoom : $\geq 10X$c) Pan : ≥ 260 degree, Tilt : ≥ 130 degreed) Field of view : ≥ 90 degreee) Focus : Autof) Camera control : From remote or console (both local and far end)g) Presets : ≥ 5h) Mounting arrangement : Standard tripod threadii) Speakerphone<ul style="list-style-type: none">a) Full duplex speakerphone with acoustic echo cancellation and noise suppressionb) LCD display unit for caller ID, call duration and other functionsc) Indicators for speakerphone streaming, mute, hold and Bluetooth wireless pairingd) Touch controls for call answer/end, volume and mute, camera PTZMicrophone pickup range : Omnidirectional ≥ 20 ft diameter range Speaker output : ≥ 91 dB SPLiii) Compliance<ul style="list-style-type: none">a) USB 2.0 compliantb) UVC compliant and optimized for Skype, CISCO Jabber, WebExiv) Accessories<ul style="list-style-type: none">a) Expansion microphones : 2 Nos.b) Camera wall mount : 1 No.c) Extension cable : 10 meter extended DIN Cable from OEMv) Make and model : Logitech Group or substantially equivalent	3 Nos.

2.	<p>Analog Audio Conference Phone</p> <ul style="list-style-type: none"> a) Network interface : 2-wire RJ-11 analog PBX or PSTN b) Display : 132x65 backlit graphical LCD c) Caller ID : Support for multiple caller ID standards like ETSI, DTMF etc. d) Phone book : Up to 25 entries e) Keypad : 12 key telephone keypad with on-hook/off-hook, conference, mute, volume up/down keys, menu, navigational keys f) Console speaker response : 300 Hz – 3300 Hz, Volume level : Adjustable up to 94 dBA SPL volume at 0.5 meters g) Console microphones : 3 cardioid microphones with frequency response 300 Hz – 3500 Hz, audio pickup range of 10 feet and dynamic noise reduction h) Interface : 2 extended microphone connections and RCA auxiliary audio jack i) Accessories : 2 cardioid extension microphone with frequency response 300 Hz – 3500 Hz j) Make and model : Polycom Soundstation 2 Expandable or substantially equivalent. 	2 Nos.
3.	<p>4x4 HDMI 4K Matrix Switcher</p> <ul style="list-style-type: none"> a) Input : Minimum 4 x HDMI input b) Output : Minimum 4 x HDMI output c) Resolution Support : 4k including 1920x1200 & 1080p d) Data rate : Up to 10.2 Gbps or higher e) Audio Input / Output : Input: Embedded for all HDMI input : Output: Inbuilt Minimum 2x Stereo balanced/unbalanced audio output or supplied with HDMI audio de-embedder f) HDMI audio Features : Support HDMI audio de-embedding & Audio breakaway g) Switching Presets : Should have 20 or more switching presets stored for quick recall from front button or control system h) HDCP & EDID : Should be HDCP compliant & have inbuilt EDID management i) HDMI video features : Automatic input cable equalization & automatic output signal re-clocking j) Controls : Front panel buttons with indication, Ethernet, RS 232 k) Warranty : 3 years l) Approved Makes : Extron / Crestron / AMX or substantially equivalent 	2 Nos.

4.	<p>Portable digital voice/audio recorder</p> <p>a) Recording format : Linear PCM / MP3</p> <p>b) Built-in microphone : Adjustable mic (wide stereo, XY)</p> <p>c) Built-in memory : 16 GB</p> <p>d) Features : Manual recording level adjustment, low cut filter, limiter,</p> <p>e) Recording monitor : Yes, LCD backlit monitor</p> <p>f) PC connectivity : Built in retractable USB</p> <p>g) Battery : Built-in rechargeable lithium ion type</p> <p>h) Make or model : Sony ICD-SX2000 or substantially equivalent</p>	2 Nos.
5.	<p>Floor mounted height adjustable TV stand</p> <p>a) Quality : Extra heavy premium quality</p> <p>b) Mounting : Floor mounted</p> <p>c) TV size supported : 55 inches – 65 inches</p> <p>d) Design : As per the enclosed sample design shown in figure</p>	10 Nos.
6.	<p>Wall mounted tilt type TV bracket</p> <p>a) Quality : Heavy premium quality</p> <p>b) Mounting : Wall mount</p> <p>c) TV size supported : 55-80 in flat panel TVs up to 75 Kgs.</p> <p>d) Tilt angle : ≥ 15 degree</p> <p>e) Design : As per the enclosed sample design shown in figure</p>	2 Nos.
7.	<p>HDMI Cable</p> <p>a) Cable length : 1.5 mtr, 3 mtr, 5 mtr</p> <p>b) Version : 1.4</p> <p>c) Connectors : HDMI A male to HDMI A male</p> <p>d) Regulatory compliance : UL / CL2</p> <p>e) Make : Extron/Belkin/Crestron/AMX or substantially equivalent</p>	5 Nos. each
8.	<p>55 inch LED TV</p> <p>a) Screen size : 55 inch</p> <p>b) Display resolution : 1920x1080</p> <p>c) Technology : LED</p> <p>d) Aspect ratio : 16:9</p> <p>e) Interfaces : HMDIx2, USBx1</p> <p>f) Wi-fi connectivity : Wireless LAN built-in</p> <p>g) Audio output : 10W + 10W or better</p> <p>h) Mounting : Tilt swivel wall mounting kit</p> <p>i) Make : Sony/Panasonic/LG/Samsung or substantially equivalent</p>	5 Nos



Sample Design of item 5: **Floor mounted height adjustable TV stand**



Sample Design of item 6 : **Tilt type wall mounted TV bracket**

MINIMUM ELIGIBILITY CRITERIA

1. The bidder shall have a minimum 5 (five) years of experience in supplying and commissioning of the similar workstations in any Educational Institute/Government/ Semi Government/Autonomous Institute as on the tender submission date. Relevant documentary evidence (copies of purchase orders) is to be provided in support of this.
2. The bidder is registered under the relevant laws, such as Companies Act, and/or Shops & Establishment Act or Trade License from the appropriate authority. Necessary documentary evidence is to be enclosed along with the technical bid documents.
3. Filled in declaration as per the Annexure – V.
4. The bidder must submit copies of acknowledge of Income Tax for the last 3 years.
5. Submit copies of PAN Card, GST Registration Certificate.

GENERAL TERMS AND CONDITIONS

Please read carefully the general terms and conditions of supplying stores and submit your offer complying the terms as mentioned hereunder.

Important dates:

Last date of submission of sealed bids : 26th February 2018 at 3:00 PM

Date of opening of the technical bids : 26th February 2018 at 4:00 PM

Place of submission of sealed bids and opening of technical bids:

Office of the Chairman &Head, Centre for Educational Technology, 1st Floor, Takshashila Building, Srinivas Ramanujan Complex, IIT Kharagpur.

1. Tenders complying the Institute requirement as detailed in the Tender document are to be submitted in the Company's / Firm's letterhead neatly printed/typed and duly signed by the authorized person with the seal of the bidder. All envelopes containing the tender should be properly sealed. Separate envelopes should be used for technical and price bids and indication to their effect may please be super scribed on the envelope.
2. **a) Rate :** The rate quoted must be inclusive of installation and all admissible taxes. The quote is to be submitted in the format of Price Bid as per Annexure-VI. All the charges like installation charges etc. as applicable must be shown separately. The stores are required to be despatched on F.O.R. IIT Kharagpur. The risk of damage or loss in transit if any, will be that of the suppliers. Manufacturer's price list, technical product brochures, samples, catalogue wherever applicable, should invariably be submitted.
b) GST : Must be shown separately.
c) Way Bill : This will be issued only on request of the vendor after submitting tax invoice and other necessary details of the way bill.
3. **Delivery Period :** The stores are required to be delivered/despatched within 20 days from the date of the purchase order. No mobilization advance is payable against the purchase order.
4. **Payment terms :**90% of the payment shall be made after successful installation and commissioning duly certified by the concerned Head of the Department. Balance 10% may be released against submission of Performance Bank Guarantee (PGB) to the tune of 10% of the total purchase order value. The PGB shall be issued from any Scheduled Bank, validity of which shall be three year plus 60 days drawn on any scheduled bank.

No advance/mobilization support, is payable against supply of stores/works.

In the event of failure to deliver the stores beyond the specified date, liquidated damages @ 1% per month or part thereof in response of the value of stores will be deducted, subject to a maximum of 5%; alternatively the order will be cancelled and the undelivered stores purchased from elsewhere at the risk and expense of the vendor.

5. **Quality & specification of stores** :The stores offered should be of best quality available, unless otherwise specified, conforming strictly to the National/International specifications. The Institute reserves the right to reject such stores if found unacceptable on these grounds. The guarantee and warranty offered be specifically mentioned.
6. **Period of validity** : The quotation shall remain valid for acceptance for at least 90 days from the date of opening.
7. **Tender fee** : An amount of Rs. 1000.00 (Rupees one thousand only) as tender fee (non-refundable) is to be paid. The payment shall be made by Demand Draft from any Nationalized/Commercial Bank and paid in favour of "Indian Institute of Technology Kharagpur", payable at Kharagpur. Bids without the tender fee will not be accepted. This should be enclosed separately in an envelope and stapled with the technical bid document.
8. **Earnest Money Deposit (EMD)** :An amount of Rs. 40,000.00 (Rupees forty thousand only) in the form of Demand Draft be enclosed along with the technical bid. The EMD shall be from any Scheduled Bank and to be drawn in favour of "Indian Institute of Technology Kharagpur", payable at Kharagpur. The validity of the EMD should be 2 (two) months from the date of the issue. Any bid without the EMD will not be considered. This will be refunded to the unsuccessful bidders once the process of technical and price bid opening is complete. No interest is payable on refunds. EMD shall be forfeited if the selected vendor accepts the supply order, but is unable to execute the same. EMD should be enclosed separately in an envelope and stapled with the technical bid document.
9. **Guarantee/Warranty** : 3 years comprehensive onsite warranty from the date of successful installation and commissioning of the system.
10. **Rejection of offers** :The Institute reserves the right to ignore or reject any offer including the lowest without assigning any reason. The Institute does not bind itself to accept the lowest offer.
11. **Dispute** : In case of any dispute, the matter shall be settled mutually, failing which the decision of the Director, IIT Kharagpur shall be final and binding,
12. All tenders are to be submitted or handed over to the Office of the Head, Centre for Educational Technology, IIT Kharagpur. The bids (Technical and Price Bids) once submitted shall be the property of the Institute and shall not be returned to the bidder in future.
13. The person/officer signing the tender/bid documents should be delegated with an appropriate authority.
14. **Opening of Price Bids** :The Price Bid(s) of only those bidder(s) who are found technically qualified will be opened and the same will be opened before the technically qualified bidder(s). The date of opening of price bids will be informed separately.
15. Tenderer or his/her authorized representative (with proper authorization for opening of technical bids and also for opening of the price bids) may choose to be present at the time of opening of Technical Bids/Price Bids.

16. **IMPORTANT**

1. A bid submitted with false information will not only be rejected but also the OEM/vendor will be debarred from participation in future tendering process.
2. Submission of tender through Fax/ email will not be accepted.
3. The OEMs/Vendors need to submit a certificate during the opening of technical bids that they are not currently debarred or blacklisted in IIT Kharagpur for any supplies, products or services or at present in any national organization or educational institute/university.
4. In case of any dispute, the decision of the Director of this Institute shall be final and binding on the bidders.
5. For any query pertaining to this bid document correspondence may be addressed to :
Head,
Centre for Educational Technology,
Indian Institute of Technology Kharagpur
Kharagpur – 721302
Phone : 03222 282260 or at email ID *ssdas@cet.iitkgp.ernet.in*
6. In case the due date of submission and opening of tender is a holiday, the same will be taken up on the next working day with the timing remaining unaltered. Please note that the Institute remains closed during the Saturdays and Sundays and all specified Government holidays.

Note : If the material supplied or the finished work is not found acceptable, the manufacturer shall arrange for the replacement of materials required for re-executing the work as per the contract.

TECHNICAL BID DOCUMENT**FORMAT TO BE FILLED UP BY THE BIDDER FOR SUBMITTING THE TENDER**

Sl. No.	Item	Response
1.	Name of the Tenderer (Attach copy of Registration Certificate/Trade License)	:
2.	Status of the Tenderer (attach documents, if Registered Company/ partnership/propriety ship)	:
3.	Details of top official/authorized official with telephone number (attach details) provided	:
4.	Copy of PAN Card provided	:
5.	Copy of GST registration certificate provided	:
6.	Copies of IT return for the last 3 financial years provided	:
7.	Details of tender fee – Bank demand draft No. and date	:
8.	Details of EMD – Bank Demand Draft No. and Date	:
9.	Signed copy of the tender document with company seal	:
10.	Unpriced Bill of materials	:
11.	Copy of product literature for which prices have been quoted	:
12.	Compliance statement clearly showing the Make & Model No. and deviation, if any	:
13.	Service support escalation matrix included	:
14.	Credentials (with copies of PO, installation certificates, and contact information of clients) provided	:
15.	Self-declaration that the bidder is not blacklisted by any Govt. organization is included	:
16.	The tender document is serially numbered and indexed	:

Certified that all the above information are correct to the best of my/our information, knowledge and belief.

Date :

Signature & Seal of the Bidder

NOTE : This must be submitted in the TECHNICAL BID.

DECLARATION

I, Son/Daughter of Shri
..... Proprietor/Partner/CEO/MD/Director/Authorized
Signatory of M/S am competent to sign this
declaration and execute the tender document.

I have carefully read and understood all the terms and conditions of the tender and
hereby convey my acceptance of the same.

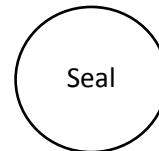
The information/documents furnished along with the above application are true and
authentic to the best of my knowledge and belief.

I/We am/are well aware of the fact that furnishing of any false information/ fabricated
document would lead to rejection of my tender at any stage besides liabilities towards
prosecution under the appropriate law.

Each page of the tender document and papers submitted by my Company is authentic,
sealed and signed, and I take full responsibility for the entire documents submitted.

Signature of the Authorized Person

Date : Full Name :
Place : Company Seal :



TECHNICAL SPECIFICATIONS COMPLIANCE STATEMENT

Sl. No.	Description	Make and Model No.	Compliance	Deviation, if any
1.	Integrated web conferencing system for large meeting room		Yes / No	
2.	Analog audio conference phone		Yes / No	
3.	4x4 HMDI 4K Matrix switcher		Yes / No	
4.	Portable digital voice/audio recorder		Yes / No	
5.	Floor mounted height adjustable TV stand		Yes / No	
6.	Tilt type wall mounted TV bracket		Yes / No	
7.	HDMI A male to HDMI A male cable : 1.5 meter		Yes / No	
8.	HDMI A male to HDMI A male cable : 3 meter		Yes/No	
9.	HDMI A male to HDMI A male cable : 5 meter		Yes/No	
10.	55 inch LED TV		Yes/No	

Note : The bid document needs to have detailed product brochure of all the quoted products. It will be assumed that the bidder has taken into consideration of all the parameters of the quoted product for preparing the compliance statement.

ANNEXURE-VII**FORMAT FOR SUBMISSION OF THE PRICE BID**

Sl. No.	Description	Make & Model	Qty (Nos.)	Unit Price	GST	Total Price
1.	Integrated web conferencing system for large meeting room		3			
2.	Analog audio conference phone		2			
3.	4x4 HMDI 4K Matrix switcher		2			
4.	Portable digital voice/audio recorder		2			
5.	Floor mounted height adjustable TV stand		10			
6.	Tilt type wall mounted TV bracket		2			
7.	HDMI A male to HDMI A male cable : 1.5 meter		5			
8.	HDMI A male to HDMI A male cable : 3 meter		5			
9.	HDMI A male to HDMI A male cable : 5 meter		5			
10.	55 inch LED TV		5			
GRAND TOTAL						

NOTE :

- The bidder is assumed to have taken into account any other interface devices/accessories required to complete the installation and commissioning.
- Price comparison will be made on the total cost (Supply + Delivery + Installation and Training Charges) and the selected bidder will have to supply, install and commission the complete stores.

CHECKLIST

Please ensure that the following documents/information have been provided:

1. The pages of the tender document are serially numbered and indexed;
2. Tender fee and Earnest Money Deposit have been included.
3. Proof of registration of the bidder's Company under relevant laws.
4. Copies of Purchase Orders as evidence that the bidder has 5 years or more experience in supplying similar equipment in Govt. organizations.
5. Signed copy of the tender document with the company seal;
6. Service escalation matrix included.
7. Technical Compliance statement in the enclosed format.
8. Unpriced Bill of Materials included in the technical bid.
9. Self-declaration that the bidder is not blacklisted by IIT Kharagpur or any other Government organization.
10. Following financial documents included :
 - a) GST Registration
 - b) PAN
 - c) IT return documents for the past 3 financial years.
11. Contact information (email ID and phone number) of the responsible person from Bidder's organization who should be contacted for any information.
12. Full name and address of the beneficiary on whom the order has to be placed.
13. Bank details of the beneficiary.